

21 August 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Weekly Activities Report

Significant Activities for the Past Week

1. Forwarded proposed new regulations on Passport control to RCB for coordination and publication.
2. Prepared supplemental memorandum to C/BSD on subject of authorized expenses for deceased employee and family [REDACTED] STAT
3. Sent memoranda to Career Service Senior Personnel Officers asking they insure the APP dates are not confused with the 30 June 1976 date for meeting OMB personnel ceiling limitation.
4. Prepared a draft memorandum for use by DDO for a Book Dispatch advising field stations of the status of the proposed increases in Federal pay.
5. Collaborated with C/CPD on preparation of a response to OLC memorandum asking for input on objections to proposed Federal tax on overseas allowances.
6. Prepared draft of memorandum on policy and practices of the Agency with regard to detail of Agency personnel to other Federal agencies.
7. Processed several employee suggestions.
8. C/Review Staff interviewed four OP Career Service applicants.
9. Processed restoration of annual leave cases reviewed by the Restoration Review Panel:
 - DDO - 24
 - DDS&T - 6
 - DDI - 22
 - DDA - 1This exercise completes the majority of the backlog.
10. Time spent on investigative committee request on details:
 - GS-15 - 1/2 hr. writing
 - GS-13 - 2 hrs research on Federal authorities

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Subject: Highlights of Activities for the Control Division
for the Week Ending 21 August 1975

F. A copy of the attached memorandum from RAB/ISAS, regarding "temporary storage of office records eligible for destruction" has been forwarded to all OP components. Since there is a moratorium suspending the destruction of records until investigating committees have completed their tasks, the ISAS objective concerning cost savings in the records management area has been cancelled for FY-1976.

G. Special Projects Report

Activity:

- (1) SSC - List of former OSS personnel still employed by CIA (and their influence upon policy and missions of the Agency.
- (2) SSC/HSC - Compilation on Details In and Out.
- (3) SSC/HSC - STAT
- (4) SSC/HSC - White House List STAT

Branch: SRB

Personnel:	Hours	Grade
Activity (1)	18	GS-13
	22	GS-12
	12 $\frac{1}{2}$	GS-07

Branch: TRB

Personnel:	Hours	Grade
Activity (2)		
(CIA Interests)	34	GS-12
(NSA Interests)	7	GS-12
(CIA Interests)	10	GS-05
(NSA Interests)	1	GS-05
(NSA Interests)	1	GS-04
Activity (3)	$\frac{1}{2}$	GS-09
	$\frac{1}{2}$	GS-06
Activity (4)	$\frac{1}{2}$	GS-07

TOTAL HOURS 107

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SPD Daily Report - 22 August 1975

1. The Chief, CSB reports that the 18th Upward Mobility employee has been placed in CRS and is reporting to that office today. All of these employees have now been assigned permanently.

2. The time spent on name checks for the period 15 through 21 August 1975 is as follows:

CARB: 5 hours 45 minutes (1 GS-07)

MPB : 30 minutes (1 GS-04)

18 August 1975

NOTE TO: Executive Assistant/OP

STAT The amount of time my Divisions have spent in support of Senate and House Committee requests recently, other than for follows:

RAD

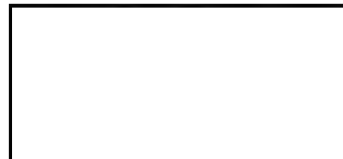
GS-16	8 hours (on a Saturday) 1 hour (regular work week)
GS-15	1 hour
GS-09	7 hours (on a Saturday)

BSD

GS-15	2 hours
GS-14	1 hour
GS-12	1 hour
GS-10	1 hour
GS-08	1 hour
GS-06	2 hours
GS-05	1 hour

CPD

Time spent has been included in previous weekly reports.



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SPD Daily Report - 15 August 1975

SPD time spent on investigating committee inquiry
(management reports) for the period 8 through 14 August 1975:

C/SPD: 1 hour (GS-15)

MPB ; 6 hours (1 GS-09; 1 GS-07; 2 E-7; 1 GS-04)

CSB : 1 hour (GS-14)

PSB : 1/2 hour (GS-13)

PPB : 1/2 hour (GS-14)

CARB : 1 hour (GS-12)

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Subject: Highlights of Activities for the Control Division
for the Week Ending 14 August 1975

J. Qualifications Analysis Branch activities:

1. 1 Biographic Profile was prepared;
2. 89 Biographic Profiles were updated;
3. 101 Biographic Profiles were furnished "As Is";
4. 425 Cases (1,152 lines) - Coding updated;
5. 120 Language data record forms were coded and posted to the language roster;
6. 3,648 Sheets were xeroxed.
7. OP/SPD was furnished (for a very urgent request from the Office of Security) names of six male employees born in France.
8. DDO/SE was furnished names of all Agency employees who are graduates of Pennsylvania State University. (Info obtained from microfilm printer - data as of 30 June '75.)

K. EO/D Pers and C/CD attended session dealing with sanitizing documents for the Senate or House Select Committees. The responsibility for the sanitizing of documents formerly accomplished in the "Paraphrase and Coordination Staff" has been transferred to the Directorate levels. Actual sanitizing of documents will be performed by Divisions and Independent Offices within the directorates; forwarding the sanitized document(s) to the Directorate Review Staff (Coordinator) for passage to the requesting committee. The DDA Coordinator is Mr.

L. RAO/OP is compiling the information submitted by OP components pertaining to Personal Data Solicitation Notification under the Privacy Act.

M. Special Project Report

Activity:

- (1) SSC/HSC Request - list of internal management and financial reports prepared by CIA and filed at various points in chain of command at different times of the budget year.
- (2) SSC - List of former OSS personnel still employed by CIA (and their influence upon policy and missions of the Agency).

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Subject: Highlights of Activities for the Control Division
 for the Week Ending 14 August 1975

- (3) SSC - Number of Staff Personnel and positions
 assigned to JMWAVE-June 61 - June 65 (see item "B").
- (4) SSC - Continued compilation of data on Details In
 and Out.

Branch: TRB

Personnel :	<u>Hours</u>	<u>Grade</u>
Activity (1)	1	GS-12
Activity (4)	10	GS-12
	1	GS-09
	1	GS-05

Branch: SRB

Personnel :	<u>Hours</u>	<u>Grade</u>
Activity (1) & (2)	8	GS-13
Activity (3)	1	GS-13

Branch: QAB

Personnel :	<u>Hours</u>	<u>Grade</u>
Activity (1)	2	GS-11

Branch: RAO	Personnel:	<u>Hours</u>	<u>Grade</u>
Activity (1)		1	GS-11

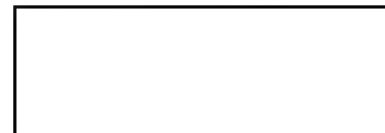
TOTAL HOURS 24



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Chief, Control Division

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WEEKLY REPORT -- 14 August 1975

Benefits and Services Division

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Special Ceremony

A Special Awards Ceremony was held in the DCI Conference Room on 8 August 1975 to present awards to the 1975 Educational Aid Fund winners. Directorate representatives were present as the Director of Personnel presented the awards. Personal Affairs Branch is sending letters to all 140 who applied for EAF grants.

1A

The Annual Awards Ceremony has been scheduled for 10:30 a.m., 18 September 1975, in the Headquarters Auditorium. Mr. Colby will speak at the ceremony. Since the Auditorium will not accommodate all of the employees who are eligible to receive awards, a proportionate representation from each directorate is being invited to attend. The remaining awardees will receive their awards at appropriate ceremonies arranged by their directorates.

10

SAC Handbook

Revised Suggestion and Achievement Awards Program Handbooks were sent to Committee Members, Alternates, Coordinators and Advisors.

4. ~~Two hours at GS-05 level were spent on support~~

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Subject: Highlights of Activities for the Control Division
for the Week Ending 7 August 1975

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F. Training: Miss [] attended the Effective Writing Workshop 4 and 5 August.

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G. C/TRB met with [], ADRS; Mr. [] Chief, Physical Security Division; Mr. [] Chief, Headquarters Security Branch; and Mr. [] Headquarters Security Branch, to discuss the feasibility of incorporating GSA employee data into the CEMLOC system. Mr. [] will bring the subject matter up this week with top Security officials and will also check to see if there are any problems insofar as the Freedom of Information Act/Federal Register is concerned. TRB is requesting that GSA employees who will be receiving mail and telephone calls be incorporated into the CEMLOC system so their records can be accessed by the telephone operators and the Central Mail Room and not referred to TRB for disposition.

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H. At the request of the Deputy Chief, EUR Personnel, Position Inventory gave a two-hour briefing to three EUR employees regarding processing of personnel actions.

I. Special Project Report:

Activity: Continued compilation of data on Details In and Out of Agency for Senate Select Inquiry.

Branch: TRB

Personnel Hours (by grade):	<u>Grade</u>	<u>Hours</u>
	GS-12	20
	GS-05	20
	Total	40

J. The Forms 3810, Privacy Act, Personal Data Solicitation Notification, are being returned slowly to RAO/OP who has requested return of the forms from the Office of Primary Interest by 7 August.

II. Anticipated goals for next week are as follows:

A. The new single ceiling reports will be produced with "Live" data this month and will have to be reverified by SRB to insure that the reports are in alignment with the specifications.

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Time spent by OP in support of requests
from House & Senate for week 1 - 7 August:

Professional	20 hours	\$177.60
Clerical	20 hours	<u>81.80</u>
		\$259.40

9. DDS&T/OTS was furnished names of all OTS employees who are retired military officers (3) and the names of 4 OTS employees who are retired enlisted personnel.

E. C/CD met with Mr. [] of DDA staff to review the reports on record systems maintained by the OP which were submitted pertinent to implementation of the Privacy Act, requiring publication in the Federal Register of the existence and character of the systems of records.

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F. Sample copies of ALL forms in the Forms Management System were reviewed by the OP offices primarily responsible for the forms. The forms, including "bootleg" forms, were reviewed for selecting those which require submission of personal information by an individual. The forms selected by the responsible office were left for completion of Form 3810, Privacy Act, Personal Data Solicitation Notification. The major problems encountered were the uncertain status of acknowledgement forms and forms which require signature only, as they pertain to the Act. Such items are being referred to DDA/Forms Management Officer for clarification--responses from DDA/FMO are not particularly illuminating. Completed forms from OP offices must be returned to OP/RMO ASAP in order to meet the deadline date of 18 August set by ISAS.

G. Special Project Report:

Activity: Compiling data on Details In or Out of Agency.

Branch: TRB

Personnel Hours (by grade):

	<u>Grade</u>	<u>Hours</u>
17760	GS-12	20 8.88
81.80	GS-05	20 4.09
259.40	Total	40

H. Procedures ^{and} in a computer format have been devised by TRB and will be used in correcting undocumented detail actions. Components will be required to submit only two Personnel Actions (original detail and last action corrections) rather than numerous actions to correct all subsequent actions since the original detail.

I. Miss [] reported to TRB on 25 July 1975 to assist in the processing of FOIA requests. Miss [] will replace Miss [] who is being reassigned to EUR Division.

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J. Training: Miss [] TRB/Status Section is attending the Agency Employee Development Course.

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